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QUICK START GUIDE

School Editions

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Installation Overview

There are four editions of All The Right Type 3.Plus, one for home users and three for schools. Each of the editions has its' own installation procedure. You can verify which edition you have by looking at the sticker inside the CD-ROM case.

The Installation section of this Quick Start Guide is organized with pages for each of the different editions intended for use in schools. Before you start the Installation, we encourage you to read the Pre-planning section. This section explains some of the choices you will be making and gives you space to document your selections.

Get ready

For all steps of any school installation of this program, you should:

- Sign in as Administrator so that you have full privileges on the server and/or workstation.
- As with any installation procedure, close all programs that are running on the computer.
- Disable any security system that might prevent a successful installation (DeepFreeze, Fortres101, etc).
- Read the section **Pre-planning for All School Installations** in this Quick Start Guide and make any notes you think you'll need.

System Requirements

Windows workstations

- Pentium 75 MHz processor (133 MHz or better recommended)
- Windows 95, 98, Me, NT 4, 2000, XP,Vista
- 32 MB RAM (64 MB recommended)
- 640 x 480 resolution display with 16-bit color (or better)
- CD-ROM drive (required for program installation only)
- 50MB of available hard-disk space
- Windows-compatible sound card (if sound is desired)

Macintosh workstations

- Power Mac with a 66 MHz processor (133 MHz or better recommended)
- Mac OS 8.6, 9.x, 10.2.x or up
- 16 MB free RAM (64 MB recommended)
- 640 x 480 resolution display with thousands of colors (or better)
- CD-ROM drive (required for program installation only)
- 50MB of available hard-disk space

Computer running All The Right Type Database Server
(***Note:*** applies to Network/Site License Edition only)

- Mac OS 8.6, 9.x, 10.2.x or up *OR*
  Windows 95 or later (NT or 2000 or up recommended)
- Fixed IP address
- All The Right Type 3 Database Server always running
- Sufficient free RAM to run program (64 MB recommended)

The Manual

There is no printed manual for All The Right Type 3 Plus, however, a full manual is available on your CD-ROM or in your All the Right Type program folder, in Portable Document Format (.pdf). Open the 'Manuals' folder, then open the 'School' folder. To view or print the manual, your computer must have PDF-viewing software such as Adobe Reader. If you don't already have Adobe Reader installed, visit www.adobe.com and click the 'Get Adobe Reader' button.

Pre-planning for All School Installations

Several options are presented during installation. You may want to consider your choices in advance and make some notes for yourself. Bear in mind that you may not be the only person supporting the installation of All The Right Type 3 Plus at your school. By documenting your selections here, you make things much easier for other technicians that might be called in to deal with the program in your absence. Having this information handy when contacting Ingenuity Works for technical support will also help you, as our specialist will often need this information to diagnose your problem.

Updating from Previous Versions

If you have a previous version of All The Right Type, there are some special considerations. Please refer to the notes below that pertain to your old version.

- **All The Right Type Version 3.0X, Version 2.x or Version 1.x** - You should really consider All The Right Type 3 Plus to be an entirely new product. There is no way to convert or import old data files from your old version for use in the new program. The new program will not interact in any way with your old program, and both versions can co-exist on your workstations and network. If you have students already under way with an older version, you might want to let them complete their term or year on the old program. New students coming into the system might be started on the new program.

- **All The Right Type 3 Version 3.5 – 3.7 Network Version** - You will first want to save the old database file(s) located in a folder named after the school inside a folder called "ATRTdatabase". This file will be on your server. Next, we suggest that you remove the old Student and/or Teacher program installations from your hard drives. To do this, just delete the folder into which the program was installed, delete the icon from your desktop, and delete any STUDENT.IW and/or TEACHER.IW file(s) from your Windows folder (Users/library/ preferences folder on Macs). Then perform the installation of your new program according to the instructions herein. Finally, networked users will want to replace the folder named after the school in the atrtdatabase folder with the old one. Then launch the atrtserv.exe application and follow the instructions in the network install below.

Activation Code – You will find the code, which begins with ATRT, printed on a sticker inside the All The Right Type CD-ROM case. You will need this number during installation. This will be your number for this installation and for any future updates of the All The Right Type program that you might install. Record this code below for safekeeping.

Activation Code: _____

School Edition – This edition of the program licenses a school to install one copy of the program on *one computer only*. No shared network database is allowed under this license.

Lab Pack Edition – This edition of the program licenses the school to install a copy of the program on *up to five computers only*. No shared network database is allowed under this license.

Network / **Site License Edition** – The Network / Site License allows for the installation of the program on as many computers as you wish, provided they are all within the same building. All The Right Type 3 Plus allows for the support of any number of schools attached to a single All The Right Type (ATRT) Database Server. You must obtain a separate Network / Site License for each school to be attached to the ATRT Database Server. If you are in doubt, please contact Ingenuity Works.

The ATRT Database Server must be installed for the networked version to function properly. But your Network / Site License allows you to perform Stand-alone Installations if you prefer (i.e. if some of your workstations are not networked).

About Client/Server Databases

In our Client/Server setup, the “Clients” are the student or teacher workstations. The “Server” is the ATRT Database Server running on a computer somewhere on the network.

When a Client workstation needs to retrieve data from the Server or save new data, it does not directly open the database files. Instead, it sends a message across the network to the Server requesting the desired information, and the Server program looks up the information and replies to the Client program.

Communication between the Clients and the Server is via the TCP/IP protocol. ***The computer you choose to run the ATRT Database Server must have a Fixed IP address so that the Client workstations can locate the Server.*** If you ever need to change the IP address of the Server, each Client will need to be reconfigured. The Client program stores the IP address in the STUDENT.IW or TEACHER.IW file in the All the Right Type student or teacher program folder.
For more information on this topic, visit our web site at www.ingenuityworks.com, click 'Support', and then review the Frequently Asked Questions (FAQs).

Database Installation

The biggest advantage of All The Right Type versions 3.5 and later is the centralized network Database Server. The Database Server stores student and class records, custom tests and drills, and test results.

The database files are installed onto a central file server for shared access from all computers. The Teacher program files are then installed on a small number of teachers' computers, and the Student program files are installed on all the students' computers. All computers have access to one data file on the server, and centralized records are always available for the teacher.

Follow the instructions in the **Installation — Network / Site License Edition** section if this is the type of installation you want. There are cases, however, where a network installation is either not viable or not desirable. In these situations, an installation as described in the **Installation — School & Lab Pack Editions** section or even a series of many **Stand-alone Installations** is

sometimes desired. Please follow the School & Lab Pack or Stand-alone Installation instructions in these cases.

In the space below, record where you will install the All The Right Type Database folder (creates a folder called "atrtdatabase").

Destination folder:

_____

Server Installation

A Server Installation is designed to be a central installation to make it easier to install the Client programs.

There are two parts to the Server Installation:

1. Copy all files to a shared folder on the network.
2. Visit each workstation and install the Client files from the shared folder.

When installing Client programs onto student or teacher workstations, you will need read privileges for the Server Installation folder.

Specify the folder on the server (the Server Folder) where the Server Installation should go (creates a folder called "All the Right Type 3").

Destination folder:

_____

Local Installation

In this installation option, your workstations are networked and access the Database Server, but you install the Client (Student and Teacher) programs at every workstation directly from the All The Right Type 3 Plus CD-ROM.

In the space below, record where you will install the Client programs on the workstations' hard drives.

Destination folder:

_____

Stand-alone Installation

This option is ideal for computers that are not connected to your network. The Stand-alone Installation option does not use your network or an external database.

Stand-alone Installations can be performed on computers running Windows or the Mac OS. You install the Client (Student or Teacher) program at each workstation directly from the All The Right Type 3.Plus CD-ROM.

Specify the folder on the Client (Student or Teacher) workstations where their local Stand-alone Installations should go.

Destination folder:

_____

Installation — School & Lab Pack Editions

The School Edition of All The Right Type licenses a school to install one copy of the program on *one computer only*. The Lab Pack Edition of All The Right Type licenses a school to install a copy of the program on *up to five computers only*. Neither license allows a shared network database.

The installation instructions for both editions are identical. For either edition, you must have physical access to the workstation to install the program.

INSTRUCTIONS

1. **Insert** the All The Right Type 3 Plus CD-ROM into the CD-ROM drive of the computer. The Setup program should start automatically, but if it doesn't:
   Windows users
   i. Click 'Start', and then click 'Run'
   ii. Type 'd:\setup.exe' (where 'd:' represents the CD-ROM drive)
   Macintosh users
   i. Double-click the All The Right Type CD-ROM icon on the desktop
   ii. Double-click the Setup program icon that matches the computer's operating system ('Setup' for OS 8.6/9.x; 'Setup.OSX' for OS X)
2. **Enter your Activation Code.** You will find the code, which begins with ATRT, printed on a sticker inside the All The Right Type CD-ROM case. **Click 'Next'.**

3. **Read** the terms of the Software License Agreement. **Click 'Yes'** to accept the terms of the Agreement and proceed with installation, **or click 'No'** to decline the terms of the Agreement and stop installation.
4. **Read** the on-screen information about your three registration options. **Click 'Next'.**
5. **Registration your program**
   Specify the Destination Folder. This is the location on the computer's hard disk where you want the program placed. We recommend you accept the default suggested by Setup. But if you use the Browse button, you can browse to any location on the computer and select the desired folder. **Click 'Next'.**
6. **Specify** whether you wish Setup to place icons (shortcuts/aliases) for All The Right Type in the Program Folder (Start Menu on Windows; Apple Menu on Mac OS 8.6/9.x) and/or on the desktop. **Click 'Next.'**
7. **Confirm Current Settings** in the scrolling window. **Click 'Install'** to install the program on the computer, **or click 'Back'** to go back through the previous screens and adjust your selections.

Installation — Network / Site License Edition

The Network / Site License allows for the installation of the program on as many computers as you wish, provided they are all within the same building. For more detail on what your license allows, please see the **Pre-planning for All School Installations** section of this guide.

Overview

A Network Install is made up of three stages. Each stage involves a number of steps.

Stage 1: Database Installation
Install and start the All The Right Type (ATRT) Database Server.

Stage 2: Client Program Installations
Install the Client programs on the Teacher and Student workstations. You have a choice of whether to perform:

A. Server Installation
   i. copy all files to a shared folder on the network
   ii. visit each workstation and install the files from the shared folder

OR

B. Local Installation
   i. visit each workstation and install the files from the All The Right Type 3 Plus CD-ROM

Stage 3: Link the Clients to the Database Server
Start the Client programs and link them to the ATRT Database Server.

Detailed instructions for all three stages follow. If you wish to install All The Right Type on computers that are not on your network, you'll also need to perform Stand-alone Installations. For instructions, see the **Stand-alone Installation** section.

STAGE 1: Database Installation

Important Notes:

- **The ATRT Database Server cannot be installed on a Novell server.** If you have only Novell servers, simply use a workstation on your LAN that meets the System Requirements.
- **You must have physical access to the computer that will run the ATRT Database Server.** Installation of the Database Server cannot be done over the network.
- If you are installing on a Linux server, please contact technical support at Ingenuity Works for detailed instructions or go to www.ingenuityworks.com and read the FAQ's.

INSTRUCTIONS

1. **Ensure** that you are signed onto the computer as an Administrator (Root Administrator for MAC OSX) with full access rights. Disable any desktop security system that might be running. For Windows Vista users, remember to verify that you are the administrator prior to launching the application.
2. **Insert** the All The Right Type 3 Plus CD-ROM into the CD-ROM drive of the computer. The Setup program should start automatically, but if it doesn't:
   Windows users
   i. Click 'Start', and then click 'Run'
   ii. Type 'd:\setup.exe' (where 'd:' represents the CD-ROM drive)
   Macintosh users
   i. Double-click the All The Right Type CD-ROM icon on the desktop
   ii. Double-click the Setup program icon that matches the computer's operating system ('Setup' for OS 8.6/9.x; 'Setup.OSX' for OS X)
3. **Enter your Activation Code.** You will find the code, which begins with ATRT, printed on a sticker inside the All The Right Type CD-ROM case. **Click 'Next'.**
4. **Read** the terms of the Software License Agreement. **Click 'Yes'** to accept the terms of the Agreement and proceed with installation, **or click 'No'** to decline the terms of the Agreement and stop installation.
5. **Register** your program.
   Click 'Next'.
6. At the Installation Type screen, **click the 'Database' option. Click 'Next'.**
7. **Specify the Destination Folder.** This is the location on the computer's hard disk where you want to install the ATRT Database Server. We recommend you accept the default suggested by Setup. If you click the

Browse button, you can browse to any location on the computer and select the desired folder. If you type in the desired folder name and path, the Database Server will be installed directly into that folder. **Click 'Next'.**

8. **Read** the information on the Database School Setup screen. **Click 'Next'.**
9. The School Name screen appears. This screen allows you to build a list of all the schools that will be using this Database Server. **Add a school** by typing the school's name and clicking 'Add'. When finished, **click 'Next'.**
10. Icon Settings allows you to **specify** whether or not you wish to have Icons (shortcuts/aliases) created in the Program Folder (Start Menu on Windows, and Apple Menu on Macs) and on the desktop. **Click 'Next'.**
11. The Confirm Current Settings screen appears. **Double-check your selections** in the scrolling window. **Click 'Install'** to start the file copying process, **or click 'Back'** to adjust your selections.
12. The Setup Complete screen appears. **Click 'More'** if you wish to go on to install the Client programs (see **STAGE 2: Client Program Installations**), **or click 'Finish'** to exit Setup.
    Tip: Before you install the Client programs, be sure to start the ATRT Database Server (see below).

Next, you'll start the ATRT Database Server.

1. **Double-click** the 'ATRT Server' shortcut/alias on the desktop. If there is no shortcut on the desktop, browse to the folder where you installed the ATRT Database Server. Double-click the file called atrtserv.exe (Windows) or ATRT Server (Mac).
2. The Database Server screen appears. The Server IP address appears on this screen. **Write down this IP address.** You will need it when you install the Teacher and Student programs on the workstations.

   Fixed IP address of the ATRT Database Server:

   _____

3. **If your computer runs Windows 95/98 or Mac OS 8.x/9.x**, the Database Server should activate by itself in a few seconds.
   If your computer runs Windows 2000/XP/NT4/2003 Server or Mac OS X, click the 'Start' or 'Start Server' button to activate the Database Server.
   Tip: To save time, you may wish to have the ATRT Database Server start automatically each time you turn on the computer. Just select the 'Start Automatically on System Boot' check box in the lower left-hand corner of

the Database Server console screen. *(*Note: this option is not available on computers running Windows 95/98 or Mac OS 8.x/9.x.)*

STAGE 2: Client Program Installations

Your next step is to install the Client (Teacher and Student) programs on the workstations. All The Right Type offers you two ways to do this:

A. **Server Installation** — In this option, you copy all the installation files onto a shared folder on your network. Then you visit each workstation and install the Client files from that shared folder.

B. **Local Installation** — In this option, you visit each workstation and install the Client files with the All The Right Type 3.Plus CD-ROM.

Choose **one** of the options above. Instructions for each option follow.

A. Server Installation

You can perform the Server Installation from the server computer or from any workstation connected to the Server. If you are creating a Server Installation for Windows clients, then you need to sit at a Windows computer. Sit at a Mac if you are creating a Server Installation for Macs.

Note: If you are performing a Server Install:
- immediately after installing the ATRT Database Server and
- from the same computer,

Setup will take you directly to the Installation Type screen (step 6 in the Instructions below). In this case, you can safely ignore steps 1 to 5.

First, you'll copy all the All The Right Type 3 Plus files onto a shared folder (the Server Folder) on your network. To do this:

1. **Insert** the All The Right Type 3.Plus CD-ROM into the CD-ROM drive of the computer. The Setup program should start automatically, but if it doesn't:
   Windows users
   i. Click 'Start', and then click 'Run'
   ii. Type 'd:\setup.exe' (where 'd:' represents the CD-ROM drive)
   Macintosh users
   i. Double-click the All The Right Type CD-ROM icon on the desktop

ii. Double-click the Setup program icon that matches the computer's operating system ('Setup' for OS 8.6/9.x; 'Setup.OSX' for OS X)

2. **Enter your Activation Code.** You will find the code, which begins with ATRT, printed on a sticker inside the All The Right Type CD-ROM case. Click 'Next'.
3. **Read** the terms of the Software License Agreement. **Click 'Yes'** to accept the terms of the Agreement and proceed with installation, **or click 'No'** to decline the terms of the Agreement and stop installation.
4. **Register your program if you haven't earlier. Click 'Next'.**
5. On the Installation Type screen, **click the 'Server Install' option**. **Click 'Next'.**
6. **Specify the Server Folder.** This is the location on your network where you want to place the Server Installation. If you click the Browse button, you can browse to any location on your network and select the desired folder. If you type in the desired folder name and path, the Server Installation will be placed directly into that folder. **Click 'Next'.**
7. The Confirm Current Settings screen appears. **Double-check your selections** in the scrolling window. **Click 'Install'** to start the file copying process, **or click 'Back'** to adjust your selections.

Next, install the All The Right Type 3 Plus Client programs on the workstations. To do this:

1. **Move** to the first workstation where you wish to install a Client (Teacher or Student) program.
2. Use the tools of the operating system to **browse to the Server Installation** that matches the configuration for the workstation you are working on.
3. **Double-click** the Setup program icon.
4. At the Choose a Program screen, **click the program you wish to install**: the Teacher program or the Student program. **Click 'Next'.**
5. **Specify the Destination Folder.** This is the folder where you wish to install the Client program. We recommend you accept the default suggested by Setup. If you click the Browse button, you can browse to any location on the computer and select the desired folder. If you type in the desired folder name and path, the Client program will be installed directly into that folder. **Click 'Next'.**
6. Icon Settings lets you **choose** if you wish to place Icons (shortcuts/aliases) in the Program Folder (Start Menu on Windows, and Apple Menu on Macintosh computers) and on the desktop. **Click 'Next'.**
7. The Confirm Current Settings screen appears. **Double-check your selections** in the scrolling window. **Click 'Install'** to start the file copying process, **or click 'Back'** to adjust your selections.

8. **Repeat** this process for each workstation.
9. Once all the Client programs have been installed, proceed to **Stage 3: Link the Clients to the Database Server** (see page 13).

B. Local Installation

In this installation option, your workstations are networked and access the All The Right Type Database Server, but you install the Client (Student and Teacher) programs at every workstation directly from the All The Right Type 3 Plus CD-ROM. With the CD-ROM in hand, move to the first workstation where you wish to install a Client (Teacher or Student) program.

INSTRUCTIONS

1. **Insert** the All The Right Type version 3 Plus CD-ROM into the CD-ROM drive of the computer. The Setup program should start automatically, but if not:

   Windows users

   i. Click 'Start', and then click 'Run'
   ii. Type 'd:\setup.exe' (where 'd:' represents the CD-ROM drive)

   Macintosh users

   i. Double-click the All The Right Type CD-ROM icon on the desktop
   ii. Double-click the Setup program icon that matches the computer's operating system ('Setup' for OS 8.6/9.x; 'Setup.OSX' for OS X)
2. **Enter your Activation Code.** You will find the code, which begins with ATRT, printed on a sticker inside the All The Right Type CD-ROM case. **Click 'Next'.**
3. **Read** the terms of the Software License Agreement. **Click 'Yes'** to accept the terms of the Agreement and proceed with installation, **or click 'No'** to decline the terms of the Agreement and stop installation.
4. **Register if you haven't earlier. Click 'Next'.**
5. At the Installation Type screen, **click the 'Local Install' option. Click 'Next'.**
6. At the Choose a Program screen, **click the program you wish to install**: the Teacher program or the Student program. **Click 'Next'.**
7. **Specify the Destination Folder.** This is the location on the local hard drive where you want the Client program placed. We recommend you accept the default suggested by Setup. If you click the Browse button, you can browse to any location on the computer and select the desired folder. If you type in the desired folder name and path, the program will be installed directly into that folder. **Click 'Next'.**

8. Icon Settings lets you **choose** if you wish to place Icons (shortcuts/aliases) in the Program Folder (Start Menu on Windows, and Apple Menu on Macintosh computers) and on the desktop. **Click 'Next'.**
9. The Confirm Current Settings screen appears. **Double-check your selections** in the scrolling window. **Click 'Install'** to start the file copying process, **or click 'Back'** to adjust your selections.
10. **Repeat** this process for each workstation.
11. Once all the Client programs have been installed, proceed to **Stage 3: Link the Clients to the Database Server.**

STAGE 3: Link the Client Programs to the Database Server

This is a required step only for the **first time** the program is launched in order to set the link to the Database Server. In a large class (and if the class is advanced enough), instructions could be provided to the students to allow them to set the path on the first launch.

INSTRUCTIONS

1. **Move** to a Student or Teacher workstation and **double-click the All The Right Type icon** to start the Client program.
2. The 'Enter IP Address' dialog box opens. **Enter the IP address** of the Database Server and **click 'OK'.**
3. The 'School Selection' dialog box opens. The Client program is now linked to the ATRT Database Server. **Click the school name**, and **then click 'Select'.**
4. The progress bar on the All The Right Type Startup screen fills in, indicating that the data is downloading. When downloading is complete, a message displays on the Startup screen to "Click anywhere to continue". **Click anywhere on the game screen** to enter the campus.
5. **Move** to another Student workstation and **repeat this process** from step 1 until you have linked all the workstations you wish to the ATRT Database Server.
6. If you wish to install All The Right Type on non-networked computers in the classroom, see the **Stand-alone Installation** section below. Otherwise, installation is complete. **You are ready to use All The Right Type.**
7. **You are now ready to set up classes and students in the teacher maintenance building located in the teacher version of All the Right Type. Please note that the default password is "blank"(just press enter) we recommend that you change the password before starting.**

Stand-alone Installation

Use this installation option only in cases in which a workstation cannot connect to the ATRT Database Server (e.g. the computer is not on the network).

INSTRUCTIONS

1. **Insert** the All The Right Type 3.Plus CD-ROM into the CD-ROM drive of the computer. The Setup program should start automatically, but if not:
   Windows users
   i. Click 'Start', and then click 'Run'
   ii. Type 'd:\setup.exe' (where 'd:' represents the CD-ROM drive)
   Macintosh users
   i. Double-click the All The Right Type CD-ROM icon on the desktop
   ii. Double-click the Setup program icon that matches the computer's operating system ('Setup' for OS 8.6/9.x; 'Setup.OSX' for OS X)
2. **Enter your Activation Code.** You will find the code, which begins with ATRT, printed on a sticker inside the All The Right Type CD-ROM case. **Click 'Next'.**
3. **Read** the terms of the Software License Agreement. **Click 'Yes'** to accept the terms of the Agreement and proceed with installation, **or click 'No'** to decline the terms of the Agreement and stop installation.
4. **Register if you haven't earlier. Click 'Next'.**
5. At the Installation Type screen, **click the 'Stand-alone Install' option. Click 'Next'.**
6. At the Choose a Program screen, **click the program you wish to install**: the Teacher program (with record-keeping features) or the Student program. **Click 'Next'.**
7. **Specify the Destination Folder**. This is the location on the hard disk where you want this Stand-alone Installation placed. We recommend you accept the default suggested by Setup. If you click the Browse button, you can browse to any location on the computer and select the desired folder. If you type in the desired folder name and path, the program will be installed directly into that folder. **Click 'Next'.**
8. Icon Settings lets you **choose** if you wish to place Icons (shortcuts/aliases) in the Program Folder (Start Menu on Windows, and Apple Menu on Macintosh computers) and on the desktop. **Click 'Next'.**
9. The Confirm Current Settings screen appears. **Double-check your selections** in the scrolling window. **Click 'Install'** to start the file copying process, **or click 'Back'** to adjust your selections.

Technical Support

If you need technical support for the installation or ongoing operation of your program, please take the following steps in the order presented:

1. **Visit** our web site at **www.ingenuityworks.com**.
   Click 'Support'.
   Review the Frequently Asked Questions (FAQ) pages. These pages include a keyword-search feature that can help you quickly find a solution to your problem.

2. **Send** us an e-mail message at support@ingenuityworks.com.
   Be sure to tell us your name, your school name, the platform (Win/Mac with version), your program and version, and a description of the problem.

3. If all else fails, **phone** 1-800-665-0667.
   Be sure to tell us your name, your school name, the platform (Win/Mac with version), your program and version, a description of the problem, and your phone number with area code.